

PLANNING INTERN

DISTINGUISHING FEATURES

The fundamental reason the Planning Intern exists is to assist in the support functions for the orderly development of the city as a whole as well as sub-areas and neighborhoods, with a special emphasis on superior customer service for both internal and external customers. Specific job duties will depend on the division of the Planning Systems Department where the Planning Intern is assigned. This classification does not supervise. Work is performed under the close supervision of planning professionals in a variety of planning endeavors. Planning Intern is distinguished from Associate Planner in that the latter is the first fully professional level in the Planner series.

ESSENTIAL FUNCTIONS

Assists in the direct response to customer service and or resident issues and inquiries.

Assists in the research and collection of data in support of city planning projects.

Assists in the compilation and presentation of research data for city planning programs.

Assists in formatting, publishing and distributing charts, manuals, maps, etc. that deal with existing and proposed community planning programs.

Provides technical support for presentations made to government officials and citizens on city planning programs.

Performs other tasks as assigned by supervisor.

Supports other staff members as a team player. Listens and communicates effectively with all those encountered in the course of work.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles and practices of Urban Planning, Architecture, Landscape Architecture, Geography or closely related design field.

Ability to:

Produce computer generated, presentation quality graphics.

Verbally communicate with co-workers in group settings.

Seek shared responsibility, teamwork, and continuous improvement opportunities.

Establish and maintain effective working relationships with co-workers, supervisors, other professionals, and the general public, resulting in superior customer service for both internal and external customers.

Education & Experience

Requires advanced coursework or degree in planning, such as Urban Planning, Architecture, Landscape Architecture, Geography or closely related design field. Requires the possession of a valid Arizona Drivers license with no major driving citations in the last 39 months.

